



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

PUBLIC AFFAIRS

Phone: (703) 351-7676

28 October 1985

Mr. Mark Murray
Ceremonies and Special Events
Military District of Washington
Ft. McNair, DC 20319

Dear Mr. Murray:

The details for the Cornerstone Laying Ceremony are progressing nicely. To further the cause, I am taking this opportunity to elaborate on several events of that morning to make sure we are all on the same wave length.

1. The stage crew truck is expected at the Route #123 entrance at 0800 (Friday, 1 November). The driver of the truck should identify himself as part of the U.S. Army Band. He then should request directions to the South Loading Dock. I will meet the crew at the loading dock. We will all then move on to the ceremony area; a one floor elevator ride and short walk. It is my understanding that the equipment will be checked after it is in place. The stage crew can then retire back to the loading dock until after the ceremony. We are expecting both the truck and the stage crew to remain at the loading dock during the ceremony.
2. The two military buses and private vehicle bringing the band and other military participants are expected at the Route #123 entrance at 0845. Once again the drivers should identify themselves as part of the U.S. Army Band. These vehicles should proceed to the auditorium at the Main Entrance. I will meet the buses at the auditorium. After unloading, we will then all proceed to the ceremony area through the Headquarters Building. Please remind all participants that this is a secure building and that they should stay together as much as possible. A security check will be performed just before we enter the ceremony area.
3. After unloading, the military buses will be moved to the motor pool area until after the ceremony. There will be escorts available to direct the drivers. The private vehicle probably will be parked in the VIP parking area adjacent to the Headquarters building. This will be the decision of the guards on duty that morning.

Mr. Mark Murray

STAT If I have neglected some details please do not hesitate to call them to my attention, preferably before 1 November. My telephone number is 351-7676. The morning of the ceremony however, I can be reached on

We are all looking forward to a perfect event.

STAT Sincerely,